

University Parking Policy

A copy of this guidance document is also available in large print upon request.

1. Scope & Purpose

- 1.1. This document sets out the University Parking Policy and is applicable to staff, students, visitors and contractors to the University and its colleges, including Queen's Campus. Please note this Policy will be reviewed on a regular basis, and changes made as/where necessary.
- 1.2. The University's [Environmental Sustainability Strategic Vision, Policy and Plan](#) aims to initiate the changes necessary to enhance the University's environmental performance, make all members of the University community aware of their environmental impacts and encourage them to develop a sustainable approach to their work and lifestyle. The [Integrated Sustainable Travel Plan](#) approved by the University Executive Committee, will help us achieve these aims, including the objective to reduce private car use by reducing the number of car parking permits issued.
- 1.3. Durham University is doing all it can to reduce the use of private cars; making the best use of existing facilities, managing travel demands and promoting the use of more sustainable modes of transport.
- 1.4. **Section 2** sets out the University Parking Policy and **Section 3** states the criteria under which students are eligible to apply for a parking permit. **Both Section 2 and Section 3 are applicable to all students.**

2. Parking Policy: Staff, Students, Visitors and Contractors

2.1. Parking permits are issued as follows:

- All staff are eligible for a parking permit; however, this may be restricted to time periods and/or location, depending on role.
- Students must demonstrate their eligibility, through the needs-based parking criteria, for a parking permit (see section 3).
- Requests for visitor parking should be made by a member of University staff by completing the [Visitor Parking Request Form](#). Day visitors to the Upper and Lower Mountjoy Site and Boldon House will be allocated a visitor parking bay and permit, subject to availability.
- Separate arrangements are in place for requests for [contractor parking](#) and parking for contractors is limited.

2.2. All staff, students, visitors and contractors who are successful in applying for a parking permit are subject to the following terms and conditions:

- (a) The permit does not guarantee a parking space will be available and only entitles the holder to search for a parking space in accordance with any restrictions on their permit.

- (b) The permit remains the property of the University and can be revoked at any time. Any ongoing disregard of the Parking Policy may result in the temporary or permanent revocation of the parking permit.
- (c) All parking permits must be surrendered on termination of employment.
- (d) The University Parking Policy does not permit the reservation of any parking spaces.
- (e) A valid University parking permit **must** be clearly displayed on the front windscreen of any vehicle while the vehicle is on University property, with the exception of motorcycles (see point 'o').
- (f) Any vehicle not displaying a valid permit while on University property or in the wrong car park or in breach of any parking terms and conditions, may be subject to a Parking Charge (PC) (see point 'i').
- (g) The permit only allows a vehicle to be parked within a designated area during the time periods stated on the permit.
- (h) Only **one** permit will be issued, irrespective of the number of vehicles registered on the application form (a maximum of three vehicles can be added on a staff or student permit).
- (i) By parking on University land, the driver agrees to comply with the University's Parking Policy terms and conditions. In the event of a breach of any aspect of this Parking Policy, the University reserves the right to issue a Parking Charge (PC). The PC will lead to a charge of £70, reduced to £35 if paid within 14 working days. Appeals against a PC will be dealt with by a designated third party.
- (j) All drivers are expected to behave in a reasonable and responsible manner showing due consideration to other drivers, pedestrians and wildlife while on University property. All drivers are required to comply with the speed limits, persistent offenders may attract the issue of a PC and/or have their permit revoked.
- (k) Vehicles brought onto University grounds must be parked responsibly and within marked designated areas or marked bays. Vehicles must not be left in a position where they are reasonably likely to create a hazard, obstruct other vehicles, pedestrians, access to buildings, rights of way or gated entrances. This also applies to parking any vehicles on other unmarked areas. Any vehicle parked inappropriately may be subject to a PC.
- (l) Any vehicle parked in, or obstructing access to, an accessible parking bay, without displaying a valid University accessible parking permit and blue badge, may be subject to a PC.
- (m) When electrical vehicle charging stations are used by staff or students, the vehicle owner should act responsibly and ensure that others have access to the charging stations when charging is complete.
- (n) Motorcycles should be parked in designated motorcycle parking areas and should not be parked in marked parking bays intended for cars. Any motorcycle found parked in anything other than a designated motorcycle parking area or other unsuitable location, may attract a PC.
- (o) When a motorcycle is parked on University property, the permit does not have to be displayed on the motorcycle, but the owner must be able to produce their permit upon request by University Security.
- (p) Parking private caravans and trailers occupied or not, on University property is strictly prohibited at any time of the day or night. Sleeping in

vehicles parked overnight is also prohibited and any contravention of this may attract a PC.

- (q) The University accepts no responsibility for any loss or damage to vehicles or any contents therein. All vehicles are brought onto and left on University property at the owner's risk.
- (r) Inappropriate or unauthorised use of a parking bay e.g., for storage or equipment, may also be subject to a PC or other internal proceedings.
- (s) The University will not tolerate abusive or threatening behaviour towards staff charged with the administration or application of the system, including enforcement. Any such behaviour may lead to the revocation of University Parking Permits and/or disciplinary action.

2.3. Please note, car parking capacity is limited across the University estate and there is no parking on Palace Green. In addition, some car parks have their own local parking restrictions including the Botanic Garden, Boldon House, Oriental Museum and Maiden Castle.

2.4. The University also has various satellite properties where local parking arrangements are in place e.g., Ushaw College, NetPark and the Library Store at Spennymoor.

3. Student Parking

3.1. All students with a Blue Badge are eligible for a parking permit. However, all other students are encouraged to leave their cars at home. There are plenty of great alternatives like buses (with discounted fares on [Arriva](#)), bikes, walking and taxis for getting around. Please visit the [Greenspace SharePoint Hub](#) for more information.

3.2. Students will only be eligible to apply for a permit if they can demonstrate eligibility through the needs-based assessment criteria.

Category	Criterion	Evidence
Disability	<p>Student is in possession of a Blue Badge will be given a permit to park in any available accessible bay.</p> <p>Students awaiting the outcome of a Blue Badge application will be eligible for a temporary accessible bay permit (a maximum of 12 weeks), until the decision is given.</p>	Blue Badge.
Academic	<p>Students living in college whose academic commitments require travel to placements not easily accessible by public transport.</p> <p>This does not include travel for fieldwork, students would be expected to use public transport or department vehicles.</p>	Statement from student and relevant academic Supervisor.

Category	Criterion	Evidence
Social	Students living in or out who have caring responsibilities (for spouses/other close relatives).	Social care letter.
	Students with childcare responsibilities for children under the age of 12.	Letter from school and/or birth certificate.
	PG students living in Keenan House or Brackenbury House with their families.	Confirmation of their term-time address.
Enrichment	<p>Students who are pursuing training as a high-performance athlete on a county, regional or international pathway or undertaking elite sport in a professional capacity, and whose need extends beyond what is provided at the University, i.e., requiring the student to attend training/competitions on a regular basis, which cannot reasonably be reached by public transport. Students must also represent the University in their sport.</p> <p>Students who live in College and represent the University in performing arts and require a vehicle to pursue these activities off campus or transport their own, large musical instruments.</p>	Confirmation from Student Enrichment Directorate.
Geographical (Livers-out)	A total door-to-door journey time, based on a direct journey between home and University address, of more than 75 minutes, when using the quickest mode of public transport.	Term time postcode confirmed by assigned College and a copy of a map tool showing the journey and duration.

- 3.3. The student parking application form will be available on the Student Parking SharePoint when applications open at the beginning of each new academic year. Supporting evidence as described in the table above must be included with all applications.
- 3.4. A new application must be submitted at the start of each academic year. Please note, a successful application one year does not guarantee future applications will be successful as the Policy is regularly reviewed and updated.
- 3.5. With the exception of students who hold a Blue Badge, there are no guarantees that an application will be approved. Applications are administered by the Estates and Facilities Directorate (E&FD) Business Support team, but decisions are made by an independent group, the membership of which includes a College Operations Manager, a student representative and a representative

from either Disability Support or Experience Durham, where applicable. Applicants will be advised of the outcome accordingly.

- 3.6. If the application is successful, a student will be allocated a University parking permit for a specific car park (there is no guarantee that this will be the student's college), either for a specific duration or the remainder of the current academic year, as appropriate.
- 3.7. Students will be notified by the E&FD Business Support team when their application has been processed, and their permit will be sent to their college for collection.
- 3.8. All terms and conditions set out in section 2 apply to students.
- 3.9. Students who park vehicles across the University estate without permission or a valid parking permit will be in breach of the University's Parking Policy and may be subject to a PC (see Section 2.2(i)). Breach of this Parking Policy may also result in proceedings under [General Regulation IV – Discipline](#), particularly where there are repeated offences.

3.10. Appeals Procedure

- 3.10.1. An appeals procedure is in place for students who wish to appeal against the decision of their car parking application. Students are required to submit additional evidence to support their appeal. Appeals will be dealt with independently and should be sent via email to student.parking@durham.ac.uk.
- 3.10.2. Once an appeal is received, it will be looked at by an independent panel and the student will be advised accordingly.

Ian Rooney
Director of Estates & Facilities Directorate
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Version	Date	Revisions	Author	Approved
v1	August 2023	Final version for issue	Yvonne Flynn	
v1.1	August 2024	Updated signature, website and SharePoint links	Yvonne Flynn	Phil Marsh (Interim Director) Mike Shipman (UEC lead)
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